# Director of Field Operations Role and Responsibilities

**Role**

The Director of Field Operations will ensure that equipment is properly stored and maintained and fields are ready for practice and home games. The Director will report to the board the need to acquire new or replacement equipment. The Director will support team directors by reserving fields and equipment for indoor and outdoor activities, negotiating rates, consolidating purchases, and training field maintenance volunteers.

## Responsibilities

### (Offseason)

* Maintain existing equipment and make recommendations to the board when equipment needs to be replaced or repaired
* Solicit/collect equipment and supply needs from directors and consolidate purchase quantities to pursue the best purchase price available
* Setup and maintain storage locker to safe guard equipment

**(Pre-season)**

* Coordinate acquiring reservations at Brookfield Indoor Soccer Complex for all teams, striving to get a reduced rate for indoor practice time. (needs to be accomplished 12 months in advance)
* Submit necessary paperwork to reserve outdoor practice fields from Brookfield Park and Recreation
* Coordinate and interact with facilities managers to build relationships and the reputation of BLA as well as determine expectations and limitations
* Order storage pods and portable restrooms for delivery prior to first outdoor practice
* Move equipment from the storage unit to the field storage pods
* Layout and line fields with sufficient paint to allow initial line striping to be utilized throughout the season
* Work with directors and/or field maintenance volunteers to build understanding of field layout requirements and how goals and other equipment is setup and torn down

**(Season)**

* Visit fields on a regular basis to be sure that initial striping is visible enough to be used as a template for continued striping, redo layout as necessary
* Maintain paint supplies so that field maintenance volunteers can stripe field lines as needed

**(Season) cont.**

* Work with facilities managers to build understanding of game schedules and field usage and communicate to directors. This includes when field grass needs to be cut or when fields can’t be used due to conditions.
* Maintain contact with facilities managers to build relationships, address issues and meet expectations

**(Post-Season)**

* Retrieve equipment from field storage pods and place in storage unit
* Inspect equipment before it is stored so issues can be addressed
* Maintain an inventory of equipment and equipment condition so we can prepared for the next season
* Schedule pickup of storage pods and portable restrooms
* Address requests from directors for offseason practices or games